

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1422

TITLE: BUSINESS TAX SPECIALIST II

GRADE: S-20

DEFINITION:

Under supervision, to perform technical and analytical duties in the audit of business tax and license liability; and to do related work as required.

TYPICAL TASKS:

Conducts research into various factors that affect tax liabilities of businesses, e.g., type, size, location, gross receipts, capital investments and equipment inventories;
Participates in the systematic identification, assessment and determination of business personal property tax and licensing liability;
Makes audits of specific business firms to assess their accounts as to taxes and/or licensing;
Negotiates differences with business representatives and resolves as many as possible by visits or correspondence;
Participates in assessing the market value of mobile homes, office and construction trailers;
Researches and applies appraisal techniques to conform with legislative changes and insure uniform assessments of personal property subject to County taxation;
Contacts other agency staff to obtain necessary data;
Prepares special studies for the division director and writes reports;
Performs occasional collection of delinquent accounts of a complex nature or involving a court action.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of accounting and management principles;
Ability to gather, analyze and present data;
Ability to maintain effective relationships with business representatives and other public officials;
Ability to write and to speak effectively.

EMPLOYMENT STANDARDS:

Any combination of education and experience equivalent to the following: Completion of college courses in accounting, business administration or related field supplemented by at least one year of technical work in tax assessment or related analytical work.

ESTABLISHED: July 1977

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